



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 238, s. 2025

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

SUBJECT: **ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION OF
QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION**

DATE: May 30, 2025

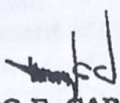
1. This Office hereby informs the following School Heads who are qualified for Reclassification to the School Principal I position to submit documents for Reclassification:
 - a. BIDO, JOVIE M.
 - b. TOCAYON, MARCIA C.
 - c. MERENCILLO, MARICEL G.
 - d. ALEGRIA, MARICEL P.
 - e. CATAMPO, JOEY A.
 - f. CRUDA, KRISTINA ALDRIN B.
 - g. BEDUAY, BENJIE A.
 - h. TOMALON, ENRICO G.
 - i. MONTANEZ, ADORA P.
 - j. ORNOPIA, ROBIRTH M.
 - k. MAGBUTAY, JOSPEHINE G.
 - l. CASALJAY, JAYSAM M.
 - m. TERMO, LOUIE M.
2. Applicants are required to submit the following documents on or before **June 13, 2025, until 5:00 in the afternoon only.** *(Please see the attached MEMORANDUM DM-OUHROD-2025-1331 for your reference).*
 - a. Reclassification Form for School Principal Positions (RFSPP)
 - b. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/Expression of interest
 - ii. Position Applied for
 - c. Duly accomplished PDS (CSC Foirm 212, Revised 2017) with Work Experience Sheet;
 - d. Photocopy of Voter's ID and/or any proof of residency
 - e. Photocopy of valid and updated PRC License /ID
 - f. Certificate of Competency Level issued by Authorized body (if applicable)
 - g. Photocopy of scholastic/academic record (i.e, Special Orders, Transcript of Rcords (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)
 - h. Photocopy of duly signed Service Record
 - i. Photocopy of certificate/s of relevant training
 - j. Certificate of Rating (COR) in the School Heads (NQESH) or Principal's Test
 - k. Photocopy of the Performance Rating:



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1331

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **RECLASSIFICATION OF QUALIFIED PERSONNEL TO**
SCHOOL PRINCIPAL I POSITION

DATE : May 27, 2025

In line with the commitment of the Department of Education (DepEd) to address the shortage of school principal items and to **establish a one school, one school principal deployment ratio**, DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), has profiled **Head Teachers (HT), Assistant School Principals (ASP), and Teachers-in-Charge (TIC) with Current Designation as School Head** to facilitate the **immediate reclassification and retitling of qualified incumbents to appropriate School Principal positions**. This is likewise in line with the implementation of the *Transitory Provisions* for affected Head Teachers and Assistant School Principals pursuant to *Title V, Sections 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 – Establishing the Expanded Career Progression (ECP) System for Public School Teachers* and in response to the recommendations of The Second Congressional Commission on Education (EDCOM II) to provide structured succession plan to prepare interim leaders, such as TICs, for permanent functions in recognition of their critical role in maintaining school operations and leadership continuity during transitions.

In anticipation of the implementation of EO 174 and its IRR, the mapping out of school heads conducted through the *Profiling of Prospective School Principals* and *School Head Quick Inventory* deployed last March 2025 took into account their qualifications vis-à-vis the proposed new Qualification Standards (QS) for School Principal I positions, as shown in Table 1, as well as the school head assessment (i.e., National Qualifying Examination for School Heads (NQESH), Principal's Test).

Table 1. *Proposed New Qualification Standards (QS) for School Principal I position*



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 5



included in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position accessible through <https://bit.ly/25MonitoringSPReclassification>, who are NQESH/Principal's Test passers and have met the above-mentioned QS for School Principal I position, **shall be instructed by their respective SDOs to prepare and submit** the following pertinent documentary requirements for reclassification to School Principal I position on or before the deadline to be set by the SDO:

- i. **Reclassification Form for School Principal Positions (RFSPP)** - (see Annex A)
 - ii. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/Expression of interest
 - Position applied for
 - iii. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet;
 - iv. Photocopy of Voter's ID and/or any proof of residency;
 - v. Photocopy of valid and updated PRC License/ID;
 - vi. Certificate of Competency Level issued by Authorized body (if applicable)
 - vii. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - viii. Photocopy of duly signed Service Record;
 - ix. Photocopy of certificate/s of relevant training
 - x. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
 - xi. Photocopy of the Performance Rating:
 - Performance rating of **at least Very Satisfactory** in the last rating period covering one complete (1) performance cycle in the current position;
 - xii. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex G*); and
 - xiii. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment
- c. For the purposes of initial evaluation and computation of corresponding points for Education, Training, and Experience (ETE), the proposed new QS for School Principal I position, as shown in Table 1, shall apply.

- d. Criteria and point system stipulated in **Enclosure No. 3 to DepEd Order No. 007, s. 2023** and **DepEd Order No. 21, s. 2024** shall be the basis of the comparative assessment in computing the scores for *Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of Learning and Development, and Potential*.
- e. Upon the completion of the assessment, the SDOs shall prepare and release the duly signed Comparative Assessment Results for Expanded Reclassification (CAREER) (*see Annex B*), for onward submission to the DepEd RO together with the duly-signed RFSP of individual applicants and Plantilla Allocation List (PAL) (*see Annex C*) on or before **June 25, 2025**.
- f. For oversight purposes, all SDOs are expected to provide updates on the status of appointment of the profiled school principal prospectives, indicating whether they are currently occupying the same position, have been promoted to higher position, or have pending application for reclassification.

SDO HRMOs shall be responsible for reflecting timely updates in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position provided above (Item B). Additionally, should there be other personnel who are currently eligible for principal I position—NQESH/ Principal's Test passers and meet existing CSC-approved QS, SDO HRMOs shall update the list provided by including the name of the unprofiled personnel in the monitoring tool.

II. Regional Offices

- a. The Teacher Credentials Evaluator (TCE) in the RO shall immediately evaluate the submitted CAREER, RFSP, and PAL for onward submission to the Regional Director for approval and signature.
- b. Upon approval, the RO shall submit the duly signed PAL to the Department of Budget and Management (DBM) Regional Office on or before **July 15, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).
- c. The DepEd RO shall endorse the DBM-approved PAL and NOSCA to the DepEd SDO concerned to prepare and process the appointment papers and the necessary adjustment to the salaries.
- d. Oversee and provide technical assistance in terms of compliance and regular updating of the Division HRMOs on the *Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position* to ensure accurate, timely, and efficient response to address the gap on the shortage of School Principal items.

Pursuant to Item D, Section 56 of the DepEd Order No. 007, s. 2023, queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMP SB within five (5) calendar days from the date of posting of the CAReER; and shall be responded to, in writing, by the HRMP SB within three (3) to seven (7) calendar days upon receipt of the query and/or clarification. Notwithstanding the existence of a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.

All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the ORAOHRA shall strictly be adhered to.

Please note that all annexes referenced in this memorandum are accessible and downloadable via the link: <https://bit.ly/25ReclassificationTemplatesAnnexes>.

For concerns or queries, please contact the BHROD-HRDD by email at bhrod.hrdd@deped.gov.ph or via landline at **(02) 8470-6630**.

For your immediate dissemination and compliance.

Copy Furnished:

Office of the Secretary



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrdd@deped.gov.ph | Website: www.deped.gov.ph

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ANNEX A - RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPF)

DBM-DepEd JC 01, s.2025_Form No. 2-B



Republika ng Pilipinas
Department of Education

RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPF)

Name: _____ Current Position: _____
Position Applied: _____ Item Number: _____
Station/School: _____ SG/Annual Salary: _____
Level: _____ Kindergarten _____ Junior High School
Elementary _____ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	To be filled-out by the HRMO	To be filled-out by the HRMO	
Training			
Experience			
Eligibility			

Note: Indicate the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEADS ASSESSMENT (or its equivalent)

☐ Eligible Score _____
☐ Not Eligible

III. PERFORMANCE RATING:

Must be at least **Very Satisfactory**

Attach certified true copy of School's Office Performance Commitment and Review (OPCR) Form or

Individual Performance Commitment and Review (IPCR) form, (which ever is applicable) in the last rating period

IV. COMPARATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential	Total Score

Conforme:

Attested by:

Applicant

HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Administrative Officer IV (HRMO)

Certified Correct

Administrative Officer V (Admin Services)

Recommending Approval:

Schools Division Superintendent

VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director

ANNEX B - COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAReER)

COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAReER)												
Position: _____						Date of Final Deliberation: _____						
Schools Division Office: _____												
Name of Applicant	Application Code	COMPARATIVE ASSESSMENT RESULTS							Remarks	For Background Investigation (Y/N)		For Recommendation (To be filled-out by the Schools Division Superintendent; Please sign opposite the name of the applicant)
		Education (10 pts)	Training (10 pts)	Experience (10 pts)	Performance (30 pts)	PPST COIs (Classroom Observation/ Demo Teaching) (25 pts)	PPST NCOIs (Portfolio Annotation and BEI) (15 pts)	Total (100 pts)		Yes	No	
1 Juan C. Dela Cruz												
2												
3												
4												
5												

Prepared by the HRMP SB
(All members should affix signature)

Recommending Approval:

Name and Position
HRMP SB Member

Name and Position
HRMP SB Member

Name and Position
HRMP SB Chairperson

Name and Position
HRMP SB Member

Name and Position
HRMP SB Member

Schools Division
Superintendent

(Pursuant to Executive Order 174 titled, 'Establishing the Expanded System of Career Progression for Public School Teachers' and Its Implementing Rules and Regulations (IRR) and DDM-DepEd Joint Circular No. 61, s. 2025 on the 'Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System')

Agency: _____
Region: _____
Division: _____
Education: Elementary/Secondary

[illegible]

We hereby assume full responsibility for the veracity and accuracy of the basis for subject conversion of positions after thorough review and scrutiny of documents submitted and in accordance with existing legal bases and DepEd guidelines on the reclassification of School Principal positions. In addition, we certify to the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for conversion shall be funded under the Lump-sum appropriation for conversion lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO

Date:

Schools Division Superintendent

Date:

Regional Director

Date:

Documentary Requirements:

To be submitted to DBM RO:

1. Letter Request of the Regional Director of DepEd
2. Plantilla Allocation List for Reclassification of School Heads Positions

Additional Documents for DepEd RO level only:

3. Endorsement of the Schools Division Superintendent
4. Certified Photocopy of Approved Reclassification Form for School Principal Positions (RFSPP) for School Principal I, II, III, and IV (DBM-DepEd Joint Circular No. 01, s.2025, Form No. 2-B)
5. Certified copy of the Comprehensive Assessment Results for Expanded Reclassification (CAReER) reflecting the names of the teachers/school principal for reclassification
6. Certified Copy of ePSIPOP printout reflecting the names of the teachers/school principal for reclassification (only those pages containing such names)
7. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper
8. Certified copy of Sub-ARO

Instructions:

- 1) Each page should show a sub-total of the current page to be forwarded on the next page.
- 2) Succeeding pages should show the a) sub-total of the current page b) sub-total forwarded from the previous page, and 3) sub-total of (a) and (b) to be forwarded to the next page.
- 3) The last page should also show (a) and (b) and the total of (a) and (b), which should be labelled as Grand Total.
- 4) Please sort the position attributes in descending order.

Legal Bases:

1. Executive Order 174 and its IRR
5. DBM-DepEd Joint Circular No. 01, s. 2025